

**TERMS OF REFERENCE
LEASE OF THIRTEEN (13) LAPTOP COMPUTERS**

I.	Background: The Human Resources Management Office intends to augment its current units of laptop computers to increase efficiency in its operation, to be used by HRMO's key personnel to allow them to continue their work from home during this pandemic period, General Community Quarantine (GCQ).	
II.	Objective: To lease latest versions of laptop computers (hereinafter, the Goods) compatible with its existing fleet for use in HRMO's operations from the period of September 2020 to 31 December 2020.	
III.	Laptop Computer (13 units)	Statement of Compliance
	<p>Processor: 4 cores 8 threads; at least 2.3GHz base frequency or higher Memory: 8GB DDR4 or higher Operating System: Latest proprietary operating system (Professional) 64-bit; compatible with the Department's existing fleet of Official laptops Hard Drive: 1TB HDD Battery Life: 4 hours or higher Webcam: 720p HD camera Security: Match-on-chip touch fingerprint reader; Cable lock slot LCD: 13" diagonal HD Display or higher Graphics: 2GB DDR or larger; 1 x VGA port; 1 x HDMI port Weight: Not more than 2.00kg WLAN: Integrated 802.11b/g/n/a/ac (2x2) and Bluetooth 4.2 Combo Ports: 2 or more USB 2.0 or higher ports; 1 x RJ-45 LAN port; 1x headphone/microphone combo Card Reader: 1 or more multi-format SD media card reader Audio: Dual speakers Productivity Software: Latest document and spreadsheet programs and compatible with the Operating System (2019 License, compatible with the existing program of the Department) Bundled with: Carrying Case, Power Adapter/Charger</p> <p>Note: Goods must be brand new and of a reputable</p>	

	brand. Refurbished equipment is not acceptable.	
IV.	On-call Service Level Standard	
	<ul style="list-style-type: none"> a. Break Fix Response Time: within two (2) hours from the time of call, cut-off time is 3:00p.m. b. Break Fix Response Time after cut-off: Next business day. c. Response type: on-site; online d. Provision of Service Unit: After 48hrs of unresolved machine problem. e. Installation Services: Labor only (free) f. Training Services: Labor Only (unlimited-free) 	
V.	Warranty	
	The Goods must have a minimum one (1) year warranty on parts and labor.	
VI.	Delivery	
	The Contractor shall deliver the Goods within the approved number of days from the receipt of Notice to Proceed.	
VII.	Payment	
	<ul style="list-style-type: none"> a. Monthly Payment thru List of Due and Demandable Accounts Payable (LDDAP) b. All payments shall be inclusive of Value Added Tax (VAT), all applicable taxes and other lawful charges. 	
VIII.	Approved Budget for the Contract	
	Php 990,000.00	